

E X A M P L E

FROM: Kelly, Theresa (SC)

SENT: Monday, October 06, 2008 10:43 AM

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SUBJECT: Quarterly Maintenance Report for FY08 4th Qtr

ATTACHMENTS: 4th Qtr working sheet 10-08.xls

The **4th** Quarter Maintenance Report is due **NLT COB Oct 30**. It covers expenditures for:

- Actual maintenance
- SLI Excess Facilities Disposition program
- Overhead funded excess facilities disposition projects
- Deferred Maintenance Reduction
- GPP
- IGPP

It is important that your submissions come in on time or early because SC must provide its overall Quarterly Report to OECM by November 14th if we are to be rated "Green" in the **4th** quarter Consolidated Quarterly Performance Report (CQPR). The submissions are also used by the SLI program, SC program offices and, the Facility and Infrastructure Division.

The Quarterly Maintenance Report is submitted electronically using the updated Excel file attached. Your transmittal e-mail should include any comments, or issues that you would like to bring to our attention.

Actual Maintenance - maintenance is defined as direct and indirect funded real property maintenance for SC conventional facilities where conventional is defined as all facilities except those under FIMS OSF category 3000. (Note: accelerator tunnels should be under building usage code 785). Do not include non-SC facilities, leased facilities or GSA assigned facilities. Maintenance is defined in the RPAM Order 430.1B and does not include non-real property maintenance such as janitorial, grass cutting, snow removable etc. If you have questions, please contact us.

In the "**Maint 2008**" worksheet, we have entered a "Planning Expenditure" for your site for FY 2008 that is consistent with the SC FY 09 IFI Crosscut which has been submitted to Congress with the FY 09 President's budget. Enter the actual expenditure for the **4th** Qtr.

SLI Excess Facilities Disposition (EFD) Expenditures – FY 08 Funding - the "**EFD Excess 2008**" worksheet refers only to funding under the SLI's Excess Facilities Disposition (EFD) program. We have entered the current FY

EXAMPLE

08 baseline funding provided in the Financial Plans in **EFD Funded Excess 2008**.

Facility Removals Funded via Overhead Funds - It is SC's expectation that labs fund clean-up and removals of small non-nuclear facilities using overhead funds. Please enter project information in worksheet "**Overhead Funded Excess 2008**" for completed removals including name of facility, sf removed, amount, completion date and date FIMS record was archived.

FY 08 Deferred Maintenance Reduction (DMR) Initiative - Please report DMR expenditures in worksheet "**DMR Funding 2008**". The "target" for DMR expenditures for FY 08 for each site is shown in the worksheet. The target levels were determined based on DM reported in September 2007 and reflects the site's share of the SC DMR funding goal for FY 2008. Site shares are based on the site's percentage of SC's DM that exceeds Asset Condition Index (ACI) goals for mission critical and mission dependent facilities. DMR funding comes from lab overhead expenditures, including portions of IGPP projects that result in DMR and portions of line items or GPP that remove DM. DMR expenditures are separate from and in addition to Maintenance Funding.

Sites that do not have DMR targets need not report DMR funding. Please provide a listing of *any* DMR projects completed that were \$100,000 or greater in the worksheet "**DMR Projects \$100K or larger**".

GPP Expenditure by Project - Please use worksheet "**GPP 2008**" to identify on-going and planned projects for the FY 2008 and expenditures for each project for the quarter being reported. Please update the project descriptions as necessary in the "**GPP Narrative**" worksheet. [Note for multiprogram labs: in planning new FY 08 GPP projects, be sure not to start projects that will require FY 09 GPP funding unless funding is specifically to be provided by the benefiting program.]

IGPP Expenditure by Project - Please use worksheet "**IGPP 2008**" to identify on-going and planned IGPP for FY 2008 and actual expenditures (costs) for each project for the quarter being reported. This worksheet is required from **multi-program laboratories only** that are currently funding IGPP. Please update the project descriptions as necessary in the "**IGPP Narrative**" worksheet.

If you have any questions on any of the above please call either me (301-903-8429) or John (301-903-8435).

Thanks again for all your hard efforts on this report.

Theresa Kelly

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